App. F. IX-4

1949-50
(GS)

File No. 77-49

Serial Nos. 2

Previous References.

Later References.

GENERAL AND REVENUE SECRETARIAT

Serial Nos. One

Part B for Sept 49

SUBJECT

O.M. Re- Receipt and disposal of files and papers in Branches of the Secretariat and Ministers' Establishments

O.M. No. 2658-2705/GS 77-49-2 Dt. 25.9.49

To

The Superintendents of Branches
The Asst. Comm. Secretaries to Govt.
The P.A.'s to Hon'ble Ministers

Attention is invited ——

T-643

REPLY.

(To be written on this margin)

OFFICE OF THE MINISTER FOR LAW AND LABOUR

NOTE

Dated...24th.....August.....1949

Subject:-

Receipt and disposal of files and other papers in the Minister's Office.

*****

It has been brought to my notice that there have been instances where the files and other papers are not being received in the Ministers' Offices during the absence of the Ministers on tour either within or outside the State. Rule 12 A of the Mysore Government Business Rules says that when any Minister goes outside the State (except Ootacamund) on official business "(a) Non-scheduled cases arising in Departments in his charge will be disposed of by the Secretary to Government concerned who may, in his discretion, reserve any case for consideration of the Minister on his return." There is no hard and fast rule as not to receive files during the absence of a Minister on tour within the State. The practice that had been prevailing was, I gather, that the files and appals were being received in the Minister's Office and sent to the camps whenever he used to be on tour within the State through Messengers.

It has also been brought to my notice that files or appals are not being received either in the office of the Secretaries or Ministers after 4 P.M. on any working day.

To obviate the difficulty and to ensure quick despatch of work, the following clear

CHIEF SECRETARY 1488 24 AUG 1949 GOVT. OF MYSORE

Forwarded in 2 days.

24/8

774
CB

clear instructions in Council may issue for strict guidance:-

1) In respect of non-schedule cases, the files marked to other Ministers might be sent direct through the portfolio Ministers to avoid delay. Where there are differences of opinion between the Secretaries and portfolio Ministers, such files only might be sent back to the Secretaries.

2) When a Minister is absent on tour within the State, all files intended for him should be received in his establishment and arrangements made for their despatch to camps through messengers.

3) Appals and files should be received in the Secretariat or Ministers' Establishments, as and when they are sent till the close of the office and not till 4 P.M. only. There will be continuous flow of work each day in each office by this arrangement.

This may be considered in Council at its next meeting.

K.T. Ponnachyamy

Minister for Law & Labour.

The Hon'ble Chief Minister w/c thro' Chief Secretary.

CHIEF SECRETARY 1742 29 AUG GOVT. OF MYSORE

Submitted

A Note is placed below for Consideration.

Chief Secy)

vide order on the N

25.8.49

25/8/49

There is no rule authorising Ministers' establishment to refuse, as they are doing at present, to receive files and papers during the absence of a Minister on tour whether inside or outside the State. This seems to be a practice established by the Ministers' establishments themselves and it is not known whether any specific orders have been obtained by them in the matter. The practice is being tacitly acquiesced in by the Branches of the Secretariat. As has been observed by the Honourable Minister for Law and Labour, when a Minister is absent on tour, all files intended for him should be received in his establishment and arrangements made for their despatch to camps, or for dealing with them in any other manner as per orders of the Minister. There seems to be no reason or justification for Ministers' establishments not receiving files and papers meant for the Ministers, merely because the Minister is absent from Head-quarters. The responsibility for receiving the files and keeping them if necessary during the absence of the Minister is clearly one belonging to Ministers' establishments, and it is quite necessary rigidly to enforce this responsibility.

As regards the 4 O' clock rule, this is a working arrangement ordered in the interests of efficient and quick despatch of work. As will be seen from the copy of the Official Memorandum dated 29th January 1949 put up herewith, what is intended by such an

arrangement is a rational planning of the day's work and an even flow of files and papers between the Secretaries and their establishments during the working hours of 11 and 5. Without such a rule checking and regulating the flow of papers and files, it might be difficult for each establishment to get through its daily work without working over-time or in spurts. On the other hand, if the rule were carefully and uniformly followed, it might be possible for every establishment to take things easy towards the end of the day and to close their work punctually at 5.0' clock. It is found in practice, however, that in spite of the 4 0 clock rule, a large amount of urgent work remains to be done at the end of the day and several establishments find it quite impossible to get away at 5 0' clock.

Although this rule might sometimes prove to be irksome, it seems to have a salutary effect on all concerned first in making it obligatory to discriminate between ~~rugent~~ urgent and ordinary papers, next in giving priority to the former and lastly in ensuring urgent attention being paid well in time to papers that require such attention. The rule is considerably relaxed in practice and where urgent papers are concerned, they are received at all hours of the day including odd hours.

The following remarks are offered regarding the three sets of instructions proposed in the minute of the Hon'ble Minister for Law and Labour:

Receipt and disposal of files and CB other papers in the Ministers' Office

1) This procedure, if adopted, might take less time, but it means more work and greater responsibility for Ministers' establishments to see that discretion is properly exercised in discriminating the two categories of files. One advantage in passing the files through the Secretaries is that any discrepancy in noting, defect in procedure etc, after the file is seen by the portfolio Minister could be checked up and remedied if necessary before it goes further. --

2) This rule may perhaps be extended even to occasions on which the Minister is away on tour outside the State.

3) This may perhaps be adopted with the proviso that only urgent tappals and files would be received after 4-0 P.M.

25/8/49

25.8.49

29/8.

Office of the Chief Minister
No. 1175
Date of Receipt 29.8.49.
Date of Return .....

CHIEF SECRETARY 2086 12 SEP 1949 GOVT. OF MYSORE

Chief Secy

(2) & (3) approved
(1) For consideration later

13/9/49

774
CO

Receipt and disposal of files and papers in Branches of the Secrt. & Ministers' Estts.

Submitted

Item (2) overleaf: O. M. has already issued, and a Copy is placed "J" below.

Item (3) Draft O. M. put up for approval.

Chief Secy)

20.9.49

Asst Secy
21.9.49

Secy
21/9/49

CHIEF SECRETARY. 21 SEP 1949 GOVT. OF MYSORE.

GENERAL & REVENUE SECRETARIAT. 22 SEP 1949 CONFIDENTIAL BRANCH.

Issued O. M. No 2656/CB 77-49-2 dated 25th Sept to the Superintendents of Branches the Asst. Secretaries to Govt. and the Ministers' establishments

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

No.2656-2705/
C.B.77-49-2

Dated, Bangalore, 25th September 1949.

Official Memorandum.

It has come to notice that files and papers are not being received in Branches and the Personal Establishments of Ministers and Secretaries after 4.00 P.M. While there is no objection to this rule being followed for the purpose of checking and regulating the flow of papers and files, all *urgent* tappals and files should be received in all Establishments when they are sent, till the close of the office. The Superintendents of Branches and Personal Assistants to Ministers are requested to discriminate between urgent and ordinary tappals and files and to see that only those requiring urgent attention are sent out, if necessary, after 4.00 P.M.

K. SRINIVASAN,
Chef Secretary to Governmen..

To
The Superintendents of Branches.
The Under Secretaries and Assistant Secretaries to Government.
The Ministers' Establishments.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

No.2656-2705/
C.B.77-49-2

Dated, Bangalore, 25th September 1949.

Official Memorandum.

It has come to notice that files and papers are not being received in Branches and the Personal Establishments of Ministers and Secretaries after 4.00 P.M. While there is no objection to this rule being followed for the purpose of checking and regulating the flow of papers and files, all *urgent* tappals and files should be received in all Establishments when they are sent, till the close of the office. The Superintendents of Branches and Personal Assistants to Ministers are requested to discriminate between urgent and ordinary tappals and files and to see that only those requiring urgent attention are sent out, if necessary, after 4.00 P.M.

K. SRINIVASAN,
Chef Secretary to Government.

To
The Superintendents of Branches.
The Under Secretaries and Assistant Secretaries to Government.
The Ministers' Establishments.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

General and Revenue Secretariat,

No. 2656-2705/C.B.77-49-2 *Dated Bangalore,* 25th Sept. *19* 49.

OFFICIAL MEMORANDUM.

It has come to notice that files and papers are not being received in Branches and in the Personal Establishments of Ministers and Secretaries after 4.00 P.M. While there is no objection to this rule being followed for the purpose of checking and regulating the flow of papers and files, all urgent tappals and files should be received in all Establishments when they are sent, till the close of the office. The Superintendents of Branches and Personal Assistants to Ministers are requested to discriminate between urgent and ordinary tappals and files and to see that only those requiring urgent attention are sent out, if necessary, after 4.00 P.M.

Chief Secretary to Government.

To

The Superintendents of Branches,
The Assistant Secretaries & Under Secretaries to Govt.
The Ministers' Establishments.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

General and Revenue Secretariat,

No. 2656-2705/C.B.77-49-2 *Dated Bangalore, 25th Sept. ....19 49.*

OFFICIAL MEMORANDUM

It has come to notice that files and papers are not being received in Branches and in the Personal Establishments of Ministers and Secretaries after 4.00 P.M. While there is no objection to this rule being followed for the purpose of checking and regulating the flow of papers and files, all urgent tappals and files should be received in all Establishments when they are sent, till the close of the office. The Superintendents of Branches and Personal Assistants to Ministers are requested to discriminate between urgent and ordinary tappals and files and to see that only those requiring urgent attention are sent out, if necessary, after 4.00 P.M.

(S.S.) Kasturi Rangan
Chief Secretary

Copy sent to multigraph
To Section for printing 100
or copies thro' O.M.
25/9/49

Hon Ramakrishnaiya
Chief Secretary to Government.

The Superintendents of Branches,
The Assistant Secretaries & Under Secretaries to Govt.
The Ministers' Establishments.

No. 2656-2705/CB. 77-49-2. dt 24.9

OFFL. MEMORANDUM.

It has come to notice that files and papers are not being received in Branches and in the Personal Establishments of Ministers and Secretaries after 4.00 P.M. While there is no objection to this rule being followed for the purpose of checking and regulating the flow of papers and files, all urgent tappals and files should be received in all Establishments without when they are sent till the close of the office. The Superintendents of Branches and P.As to Ministers are requested to discriminate between urgent and ordinary tappals and files and to see that only those requiring urgent attention are sent out if necessary after 4.00 P.M.

Chief Secretary to Govt.

To

The Supdts. of Branches
The Assistant Secretaries & Under Secretaries to Govt.
The Ministers' Establishments.

20.9.49

Issued O.M No 2656-77-49-2 dated 25th Sept
to the Superintendents of Branches
Asst. Secretaries and under secretaries to Govt
The Ministers Establishments.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

General and Revenue Secretariat,

No. 2387-96/CB 77-49-1 *Dated Bangalore,* 14th Sept. *19* 49

OFFICIAL MEMORANDUM.

Ministers' Establishments are requested to make arrangements for receiving files and papers marked to the Ministers with whom they are concerned even when the Minister is not in Headquarters and to submit them to the Minister on his return to headquarters or to send them to camp as may be desired by the Minister

It would not be correct for Ministers Establishments to refuse to receive files and papers on the ground that the Minister is absent from Headquarters.

By Order

Sd/- Rama Krishnaiya
Chief Secretary to Government.

To
The Personal Assistants to Ministers.

RL/-

D O.

GENERAL AND REVENUE SECRETARIAT,

Dated Bangalore, 29th January, 194 9.

No. 6205/28.

OFFICIAL MEMORANDUM.

It is observed that worked up files from the branches are being sent to ~~me~~ Ministers only after 3.30 or 4 P.M., in large numbers. This will not only inconvenience the daily despatch of work but also give occasion to many urgent and important matters being delayed. It is also noticed that urgent and immediate files are sent ~~to me~~ after 4 P.M., without anything being gained thereby as they have to remain over for the next day as there would be no one in the branch to attend to such matters even if the file be attended to. If holidays intervene great delay will occur in such cases. This can possibly be avoided, if the officials work a little more systematically and see to the quick movement of files especially the urgent files, which should come up ~~to me~~ before 3 P.M., at least.

2. Files seem to be accumulated even after being got ready and then sent in a batch to their sectional heads. The Superintendents of Branches are therefore desired to see that an even flow is kept up, with sufficient discretion, of course, to discriminate urgent, immediate and ordinary files to be attended to daily.

3. Only fair copies should be sent after 4 P.M., as a rule, unless there are extremely urgent files to be attended to the same day in which case, the Superintendent or the case worker should bring them in person and obtain orders.

4. These instructions may be strictly followed.

M Sankaranarayana

Chief Secretary to Government.

To

The Superintendents of Branches.

Copy to Assistant Secretaries and Under Secretaries to Govt.

CB
OB
Proof